

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



PACAF INSTRUCTION 25-101

**374TH AIRLIFT WING COMMAND
Supplement 1**

11 FEBRUARY 2000

Logistics Staff

**WAR RESERVE MATERIEL (WRM)
PROGRAM GUIDANCE AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements PACAFI25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*. It aligns the 374 AW Logistics Plans function (374 AW/XPL) under 374 AW Plans and Programs (374 AW/XP). It outlines specific guidelines for packing and crating of WRM assets. It further defines local procedures for peacetime use requests for WRM and establishes a standard format for such requests. It specifies requirements for WRM continuity folder makeup, unit WRM monthly report format, and supply report procedures. It applies to all assigned, attached, or tenant units and staff agencies on Yokota Air Base (AB).

SUMMARY OF REVISIONS

This supplement has been revised to supplement the most recent PACAFI25-101, 12 Mar 99. A “[” indicates revised material since the last edition.

PACAFI 25-101, 12 March 1999, is supplemented as follows:

1.42.6. The 374th Supply Squadron War Readiness Section (374 SUPS/LGSCW) is responsible for rotation of Pacific War Storage Plan (PWSP) assets only. All other WRM rotation is the responsibility of the owning organizations.

1.42.7. Decentralized WRM commodities scheduled for maintenance will be planned and coordinated by owning organizations.

1.46.9.1. Not applicable. 374th Civil Engineer Squadron (374 CES) does not perform this function; 374th Support Group Readiness and Plans Section (374 SPTG/SVMX) maintains the chemicals.

1.53.7.1. (Added) Maintain and update WRM continuity folders to include the following:

Table 1. Continuity Folder Tabs.

TAB A	Unit WRM Monitor Appointment Letter
TAB B	WRM Training Letter or Certificate
TAB C	WRM Training Guide
TAB D	AFI25-101, <i>War Reserve Materiel (WRM) Program Guidance and Procedures</i> , PACAFI25-101, PACAFI25-101_374WGSUP1 (or reference placard)
TAB E	Local WRM Inspection Checklists
TAB F	Last Four 374 AW Staff Assistance Visits (SAVS)
TAB G	Last Two PACAF SAVS
TAB H	Last Two Numbered Air Force (NAF) SAVS
TAB I	Last Four WRM Review Board Minutes
TAB J	Last Six WRM Meeting Minutes
TAB K	Miscellaneous WRM correspondence
TAB L	Custodian Authorization/Custody Receipt Listing (CA/CRL) and Vehicle Allocation Listing (VAL) (If applicable)
TAB M	R-34 Listing (If applicable)
TAB N	War Plans Additive Requirements Report (WPARR) (If applicable)
TAB O	Current Year Budget
TAB P	Current Year Spend Plan
TAB Q	Unfunded requests
TAB R	Previous Year Budget
TAB S	Monthly Reports
TAB T	Annual Inventory Report/Schedule
TAB U	Maintenance Inspection Plan
TAB V	WRM Excess Listing
TAB W	WRM Shortage Listing
TAB X	WRM Wing Materiel List

1.53.12. (Added) WRM monitors will perform a physical inventory each January. A written report will be maintained in the unit's continuity book and a copy forwarded to 374 AW/XPL.

2.26.7.1. (Added) The using unit will submit a routine peacetime use request to 374 AW/XPL no later than 10 days prior to use for local approval; 14 days prior to use for PACAF approval.

2.26.7.2. (Added) The request letter will cover all applicable areas of PACAFI 25-101, paragraph 2.26.6. (See [Attachment 1](#).)

2.26.7.3. (Added) The using squadron commander will sign the request letter.

2.26.7.4. (Added) 374 AW/XPL will add the peacetime use request case number during coordination.

2.26.7.5. (Added) The using agency will make the request in the form of a staff package, coordinated as a minimum through the squadron commander (SQ/CC), 374 AW/XPL, 374 AW/XP, 374 AW Executive

(374 AW/CCE), and approval by the 374 AW Vice Commander (374 AW/CV). The using agency is responsible for all coordination, routing, tracking, and administration of the peacetime use package.

2.26.7.6. (Added) Within 5 duty days of termination of use, the **owning** WRM monitor will submit written confirmation to 374 AW/XPL with the date the asset was reconstituted and what reconstitution costs, if any, were charged.

4.11.1.2.1. (Added) 374 SUPS Equipment Management (374 SUPS/LGSME) will coordinate with 374 AW/XPL before identifying excess items on the R-14 (CA/CRL).

9.9.1. (Added) WRM monitors will give the 374th Transportation Squadron Packing and Crating Section (374 TRNS/LGTTCP) a minimum of 30 days notice for large-scale services before container refurbishing is required.

10.10.1.1. (Added) All WRM storing units must have the upcoming FY budget inputs to the War Reserve Materiel Officer (WRMO) by 15 March of each year, unless directed otherwise. Each submission will include the following:

10.10.1.2. (Added) The total request will be broken down by Organizational Cost Center Record (OCCR) and Element of Expense/Investment Code (EEIC). Each EEIC will be broken down by line item. Each line item will have a validation of cost, justification for need, and impact if not funded.

10.10.1.3. (Added) Both a hard copy and electronic version of the budget inputs will be submitted to 374 AW/XPL. The SQ/CC will sign the hard copy, with a courtesy copy to the applicable group commander.

10.15.2.1. (Added) Unfunded requirements will be submitted as they arise to the WRMO.

11.6.1. (Added) Each WRM monitor will submit a report (**Attachment 2**) to the WRMO by the 5th of each month. For an electronic template, contact 374 AW/XPL. The SQ/CC, or equivalent, will sign out the monthly reports, and include the following:

11.6.1.1. (Added) Excess. Include nomenclature, National Stock Number (NSN), Unit of Issue, and Status. Status should include such information as obsolete, serviceable, awaiting Redistribution Order (RDO), etc.

11.6.1.2. (Added) Shortages. Include nomenclature, NSN, Authorized, On-Hand, and Status. Status should include such information as Memo Due-Out, Firm Due-Out, awaiting RDO, etc.

11.6.1.3. (Added) Budget. A table showing the annual spend plan will be maintained, including actual monthly totals. A separate table will be maintained for each EEIC.

11.6.1.4. (Added) Working Issues. Items such as open inspection/observation status, potential problems, long term projects, etc.

11.13.1. (Added) 374 TRNS Combat Readiness and Resources (374 TRNS/LGTR) will report 463L pallet and net status quarterly to PACAF using procedures outlined in DOD 4500.9-R-1, *Management and Control of the DoD Intermodal Container System*. 374 AW units maintaining 463L pallets and nets will submit quarterly inputs to 374 TRNS/LGTR using procedures outlined in DOD 4500.9-R-1. Inputs will include number authorized, serviceable on-hand last quarter, serviceable on-hand this quarter, repairable (depot or base level), number repaired, number condemned, and an explanation of quantity changes from the previous quarter. Inputs are due quarterly; 25 December, 25 March, 25 June, and 25 September. (See **Attachment 3**.)

Attachment 1

SAMPLE FORMAT OF PEACETIME USE REQUEST

MEMORANDUM FOR 374 AW/CV

Date

FROM: (Your Unit)

SUBJECT: Request for Peacetime Use of War Reserve Materiel (WRM)

1. Request approval for peacetime use of the following WRM equipment:

<u>NOMENCLATURE</u>	<u>NSN</u>	<u>QTY</u>	<u>UNIT</u>
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2. Justification: Include requirement and actions taken to utilize options other than WRM.

3. Duration: Inclusive dates. More than 30 days requires HQ PACAF approval.

4. Impact if Disapproved:

5. Estimated costs: Include reconstitution and maintenance.

6. Fund Cite: From the using unit. **(Not a WRM Operations and Maintenance (O&M) fund cite.)**

7. Point of Contact:

XXXX, XXXX, USAF
Using Unit SQ/CC

1st Ind, 374 XP/XPL

MEMORANDUM FOR 374th AW/CV

Recommend approval/disapproval. Assigned case number: (374 AW XPL will provide)

XXXX, XXXX, USAF
Base WRM Officer

2nd Ind, 374th AW/CV

MEMORANDUM FOR (your unit)

Approved/Disapproved

XXXXXX, Colonel, USAF
Vice Commander
374th Airlift Wing

cc:
374 XP/XPL

Attachment 2

SAMPLE FORMAT OF MONTHLY REPORT

MEMORANDUM FOR 374 AW/XPL (WRMO)

Date

FROM: Unit/Office

SUBJECT: War Reserve Material (WRM) Monthly Report

1. The following equipment is excess, per the WPARR dated 20 July 1999:

Nomenclature	NSN	U/I	QTY	Status
Airfield Lighting Set	1710012232235	Ea	1	Obsolete, awaiting RDO
Fire Extinguisher, 150lb	4210010441429	Ea	10	Serviceable, awaiting RDO

2. The following equipment is short, per the WPARR dated 20 July 1999:

Nomenclature	NSN	Auth	On Hand	Cost	Exr Cost	On Order	Due Out
³ / ₄ inch Plywood	12334324590	200	100	\$10	\$1000	100	E524PL254454420
Lube Oil	23432544543	400	0	\$6	\$2400	400	O987GV098635217

3. The following is our spend plan and our monthly expenditures for FY 00.

OCCR 960 (EEIC 609)	MONTH	FY 00 ESTIMATED	FY 00 ACTUAL
	OCTOBER	0	0
	NOVEMBER	1000	1000
	DECEMBER	1000	856
	JANUARY	1000	250
	FEBRUARY	1000	2500
	MARCH	1000	0
	APRIL	4000	8000
Total to Date		9000	12606
	MAY	7000	
	JUNE	7000	
	JULY	3000	
	AUGUST	2000	
	SEPTEMBER	2500	
Total		30500	

4. Open/Working Issues:

a. ITEM: **YOKAGE02**

(1) OBSERVATION: Corrosion control on assigned WRM Aerospace Ground Equipment (AGE) is effectively managed. Equipment is in excellent condition. However, due to a higher priority commitment to aircraft, the local AGE paint program has been at a standstill since October 1998. Unit leadership is exploring paint contract options.

(2) RESPONSE: A corrosion control plan has been proposed and implemented with a civilian contractor to paint equipment. Contracted work is expected to begin on 1 November 1999. Recommend closing this item.

5. Questions concerning this matter can be directed to SSgt XXXXX at 225-XXXX.

XXXX, XXXX, USAF
SQ/CC Signature

Attachment 3

SAMPLE FORMAT OF PALLET AND NET REQUIREMENT UPDATE

MEMORANDUM FOR 374 TRNS/LGTR

FROM: 374 TRNS/CC

SUBJECT: Unit Pallet and Net Requirement Update (1st Quarter)

1. IAW HQ PACAF/LGTR message, dated 271752Z Jun 96, Base Transportation (374 TRNS/LGTR) is required to report the wing's pallet/net requirements on a quarterly basis.
2. Please submit your unit's *quarterly* inputs in the **format below** to 374 TRNS/LGTR, by COB XX XX X XX. Negative inputs are required.

	AUTHORIZED	SVS ON HAND LAST QTR	SVS ON HAND THIS QTR	REPAIRABLE (DEPOT OR BASE LEVEL)	NUMBER REPAIRED ON BASE THIS QUARTER	NUMBER CONDEMNED
PALLETS	XX	XX	XX	XX	XX	XX
TOP NETS	XX	XX	XX	XX	XX	XX
SIDE NETS	XX	XX	XX	XX	XX	XX

3. My POCs are SSgt xxxx and SSgt xxxx, at 225-8459.

XXXX, XXXX, USAF

SQ/CC Signature

MARK R. ZAMZOW, Colonel, USAF
Commander